

leading to an initial appearance date in municipal court. If all the repairs are done prior to the trial date, a lower forfeiture (fine) is recommended than in the case where the repairs are not made. The average fine in 2002 was \$320. If the owner still does not comply, the case starts over again, the property could be put on a graduated monthly reinspection schedule. Finally, the most serious cases are referred to the City Attorney to start a receivership action against the owner.

TIPS:

If you receive an order to make repairs, do not ignore it in hopes that it will go away. DNS electronically records all orders and computers automatically remind inspectors and management of the need for further action. Call the inspectors to keep them informed of your plans, progress and problems. Treat inspectors the way you want to be treated.

Rent Withholding

If an owner fails to comply with an order from DNS in a timely manner, a tenant may have the right to deposit the rent money with DNS and that money is held in escrow until compliance is achieved. [MCO-200-22]. A state statute gives the tenant the right to abate the rent in certain situations where the habitability of the rental unit is affected. [Wis. Stats. 704-07(4)]

Reinspection Fees

If an order is issued, the owner gets one free reinspection when the repairs are completed. All other inspection costs may be assessed to the tax role at an increasing scale of \$50, \$75, \$150 and \$300 per reinspection.

Chronic Nuisance Properties

Repeated police calls to a property with no cooperation in prosecuting them by the owner, may cause DNS to bill for subsequent Police calls. (MCO-80-10)

Tax Roll Charges

Some violations of the code authorize DNS to take action to cure a problem after notice to the owner and after the owner's failure to resolve the problem. Costs are placed on the tax bill as a special assessment. Examples include boarding of a building, repair of a defective furnace during the winter, and cleaning up garbage or litter.

Appeal Rights

Every order issued by the City is appealable to an independent board. A filing fee is required. DNS also will grant an informal appeal by a supervisor's independent review of the inspector's judgment.

Helpful Phone Numbers

286-8715	Anti-Graffiti Hotline
286-2514	Boiler Section
286-3838	Code Compliance Program
286-3874	Code Enforcement-Commercial
286-2268	Code Enforcement-Residential
286-2557	Condemnation Section
286-2513	Construction Section
286-8211	Development Center (DCD)
286-2532	Electrical Section
286-3860	Enforcement (Court)
286-3538	Environmental/Nuisance
286-2954	Landlord Training
286-8207	Microfilm (DCD)
286-2268	Lake Tower Office
286-5608	Neighborhood Improvement Dev. Corp.(NIDC)
286-8210	Permit Desk (DCD)
286-3361	Plumbing Section
286-8569	Property Recording Program
286-5447	FAX Broadway South
286-3939	FAX Trades Inspection 10th Floor
286-3386	FAX Lake Tower 1st Floor North
286-0830	FAX Lake Tower 1st Floor South
286-5165	FAX Lake Tower 2nd Floor ENV/NUS

Milwaukee Property DATA

available on the web at

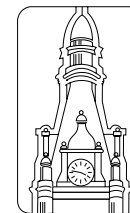
<http://www.milwaukee.gov>

So you want to be a landlord?



A SUMMARY OF CITY REGULATIONS THAT EVERY NEW RENTAL PROPERTY OWNER NEEDS TO KNOW

This is a very brief summary of the Milwaukee Code of Ordinances [MCO] for rental property owners. Copies of ordinances are available from the Legislative Reference Bureau (LRB) in Room B-1, City Hall. Call LRB (286-2297) for ordinance language. Copies are also available on-line at www.milwaukee.gov



Helpful Tips from the
City of Milwaukee
Department of
Neighborhood
Services

Property Maintenance Code

Milwaukee has an 18-page code which generally states that properties must be kept in a well maintained condition. The owner's responsibility includes such things as keeping the building painted, dry, properly heated, and free of vermin and fire hazards. Inspection is triggered by complaint, referral, point of sale inspection requirements and by the department's own initiative. Call 286-2268 to speak to the district Code Enforcement Inspector.

Certificate of Code Compliance

A Certificate of Code Compliance requires an application for an exterior inspection of all non-owner-occupied one and two-family dwellings in Milwaukee at the point of sale and for all 1 & 2 family property in the six designated areas of the city regardless of ownership. There is a fee for the inspection, but the property transfer is not prohibited pending code compliance efforts. A Certificate is valid for one year. Call 286-3838.

Property Recording

[MCO 200-51.5] The ownership information for all buildings other than owner-occupied one- and two-family dwellings must be recorded with the Department of Neighborhood Services [DNS] who will attempt to call the owner in most cases prior to inspection to try to resolve most problems by telephone. File timely or a late fee is applied. Call 286-8569 for additional information.

Exterior Maintenance

DNS handles junk vehicles, rubbish nuisances and animal feces. Call DNS at 286-2268. DNS also handles exterior paint violations. However, the Health Department enforces the code relating to interior lead paint regulations. Call 286-5987.

Zoning Codes

DNS enforces the zoning codes which include such violations as commercial auto repair in a residentially zoned property, excessive rummage sales, and illegal exterior storage. Call 286-2268.

Boiler Inspection

According to both State and City code, the building owner is responsible for maintaining a valid certificate of operation for their boilers. The certificate is issued only after a satisfactory safety inspection by an authorized inspection agency or City inspector and is valid for a 3-year period. For more information, contact the Boiler Inspection Section at 286-2553.

Fire Inspection

Apartment buildings with 3 or more units, mixed use buildings and all commercial buildings require an annual fire inspection by state law. DNS's Code Enforcement inspectors conduct these inspections and a tax roll charge is assessed per ordinance.

Licensed Premises

Hotels, motels and rooming houses are licensed and inspected annually. Occupancy of a rental unit by more than 3 unrelated adults requires a rooming house license. Call 286-3874.

Weatherization Requirements

The State requires rental property to be weatherized. Call 325-9046 for information.



The City offers **FREE** landlord training classes.

Landlord Training

This is an award-winning, free 5-hour course held twice a month to instruct rental property owners on how to keep destructive and illegal activity out of their property. Subjects covered include applicant screening, rental agreements, ongoing management, and crisis resolution, among other related topics. Many lenders will not grant a mortgage without proof of attendance in this course. Advance registration required. Call 286-2954.

Illegal Lockout/Self-Help Eviction

Avoid legal liabilities involved by improperly evicting a tenant. Call 286-2954 to attend a FREE Landlord Training Session.

Retaliatory Eviction

The code prohibits retaliation by an owner against a tenant that files a complaint with the Department. Call 286-2268.

Graffiti

It is every property owner's responsibility to remove graffiti from their property quickly. National studies have shown that the faster it is removed, the less likely it is to return. Free paint is available. Failure to promptly remove graffiti allows the City to do so at the owner's expense. Call 286-8715.

The Code Enforcement Process

[very abbreviated] An inspection is triggered by a complaint, referral, required inspection or by the department's direction [i.e. block surveys]. If violations are observed, the inspector prepares a violation order and mails it to the last known owner who has a stated period of time to comply. A reinspection is made after the due date and, if the owner has made the required repairs, the case ends. If not, the inspector attempts to contact the owner to determine why not. A reinspection fee may be charged that increases with each missed due date. Inspectors can grant short extensions for good cause. If the owner does not respond, the case is referred to the court section and a citation or a summons and complaint is prepared and served,